



Parkrose School District No. 3

10636 NE Prescott Street
Portland, Oregon 97220-2699
www.parkrose.k12.or.us

Agenda

Board of Education July Virtual Organizational Board Meeting

Virtually on Zoom

#Meeting_Date_long_weekday#
6:30 PM

1. Call to Order - Organizational Board Meeting - 6:30 p.m. to 9:30 p.m.

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2. Approve Agenda (2 minutes)

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3. Public Comments

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4. Board Elections (10 minutes)

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A. Elect the 2020-2021 Chair of the Parkrose Board of Education

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B. Elect the 2020-2021 Vice-Chair of the Parkrose Board of Education

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5. Consent Agenda (5 minutes)

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A. Personnel

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1. New Hires

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a. Matthew Peterson 1.0 FTE Probationary Mathematics Teacher, Middle School

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B. Designate Director of Business Services Sharie Lewis as the District's Budget Officer for the 2020-2021 Fiscal Year [ORS 294.331]

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C. Designate Superintendent/Clerk Michael Lopes Serrao; Director of Business Services Sharie Lewis/Deputy Clerk, Business Office Accountant Kady Strode and Business Office Accountant Tamra Booth as Custodians of District funds; and; further, to authorize the use of a facsimile signature [check signing machine] by the Superintendent-Clerk, during the 2020-2021 Fiscal Year [ORS. 332.515, ORS. 328.441 (1), ORS. 328.445] Amount of Fidelity Bond to be issued should be not less than \$100,000 per person [ORS.332.525]

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D. Designate Myers & Stevens Student Accident Insurance as the Student Insurance Carriers for 2020-2021

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E. Designate American Fidelity to Provide Banking Services for IRS Section 125 for the 2020-2021 Fiscal Year

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F. Designate US Bank as Depository for District Funds for 2020-2021 Fiscal Year [ORS.328.441, ORS.294.805 to ORS.294.895]

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G. Designate The Oregonian as the District Newspaper of Record for 2020-2021 [ORS 294.404-416]

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H. Designate The Hungerford Law Firm as the District's General Counsel for 2020-2021 Fiscal Year

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I. Designate Brown & Brown as the District's Property and Casualty Insurance Agent-of-Record for the 2020-2021 Fiscal Year

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J. Designate MODA/OEBB as the District's Benefit Insurance Agent-of-Record for the 2020-2021 Fiscal Year

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K. Designate Pauly, Rogers and Co, P.C as the District's Auditors for the 2020-2021 Fiscal Year [ORS.297.405, ORS.327.137, ORS.328.465]

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L. RESOLUTION 1 - Designating State of Oregon Local Government Investment Pool and Designated Banks as Depositories for Investment of School District Funds and for Signature Authority to Sign or Authorize Transfers for 2020-2021 Fiscal Year [ORS.328-441, ORS.294.805 to ORS.294.895]

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M. RESOLUTION 2 - Establishing Imprest Funds for 2020-2021 Fiscal Year [ORS.294.311]

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N. RESOLUTION 3 - Authorizing and Appointing the Superintendent to Apply for Federal, State and other Funds for the 2020-2021 Fiscal Year [ORS.294.463]

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O. RESOLUTION 4 - Delegate Contracting and Purchasing Authority for Fiscal Year 2020-2021 [ORS.332.075]

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P. RESOLUTION 5 - Authorizing the Lending of General Fund Monies to Federal, State, and other Grant Funded Programs Pending Receipt of Funds from the Donor for the 2020-2021 Fiscal Year [ORS.294.468]

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Q. Reaffirm the Status of the School Board as the Local Public Contract Review Board 2020-2021
[ORS.279.055(2)]

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R. 2020-2021 Lunch, Breakfast and Milk Prices

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S. 2020-2021 Out of District Student Tuition

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T. Travel Reimbursement Rates in accordance with Board Policy DLC "Expense Reimbursement"

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U. For the 2020-2021 Fiscal Year, Designate the District Administrative Office as the Standard Board Meeting Place for Regularly Scheduled Board Business Meetings on the 4th Monday of Every Month and Working Session Board Meetings on the 2nd Monday of Every Month. Designate 6:30 p.m. as the Standard Time to Begin each meeting. (See the Published Calendar for Variations)

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V. 2020-2021 Daily Rate of Pay for Substitutes

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W. 2020-2021 Transportation Billing Rates

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6. OSEA Monthly Report - Richard Doyle (5 minutes)

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7. PFA Monthly Report - Zachary Melzer (5 minutes)

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8. Reopening Update

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9. Reading of Public Comments

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10. Action Items (10 minutes)

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11. Discussion/Future Agenda Items (8 minutes)

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12. Correspondence/Announcements (2 minutes)

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A. Upcoming Meetings

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1. Board Retreats, Thursday evening August 20th & Saturday, August 22nd at Parkrose Middle School

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13. Adjournment

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Parkrose School District Board meetings are held in accordance with open meeting laws and with accessibility requirements. If accommodations for individuals with disabilities or for groups exceed boardroom capacity are required, please contact Board Secretary Andrea Stevenson at least two full business days prior to the Board meeting. Contact phone: (503)408-2114 Contact e-mail: andrea_stevenson@parkrose.k12.or.us Contact address: 10636 NE Prescott Street, Portland, Oregon 97220-2699

Parkrose School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates.

Full policies and complaint forms can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us.

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Persons having questions about civil rights, equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services at julie_sams@parkrose.k12.or.us or 503-408-2118.



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Code: BDDH-AR
Adopted: 10/23/95
Revised: 1/30/13

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Time is set aside on the Board's meeting agenda for Citizen Comments at Regular Board Business meetings. The purpose of this specified time frame is to encourage public involvement in its school district and at the same time allow enough time for the Board to conduct the necessary business for which it is legally responsible.
2. A group of visitors with a common purpose should designate a spokesperson for the group.
3. Discussion or presentation concerning a published agenda item, other than announced items, is limited to its designated place on the agenda, unless otherwise authorized by the chair.
4. A visitor may introduce a topic not on the published agenda. However, the Board of Education, at its discretion, may require that a proposal, inquiry, or request be submitted in writing and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.
5. At the discretion of the Board chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the board secretary on a citizen comment card prior to the meeting. This will help the chair provide adequate time for each agenda item and remain within the established time frame.
6. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic to ensure compliance with the established time frame.
7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every Board meeting agenda.



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Code: **KL**
Adopted: 10/23/95
Revised: 12.11.17

Public Complaints* (Version 4)

Board members recognize that complaints about schools may be voiced by employees, students, parents and community members from time-to-time. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student or a student's parent or guardian who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be made to the superintendent or designee.

A person may initiate a complaint by discussing the matter with the appropriate administrator. That administrator shall attempt to resolve the complaint or identify the reasons for not resolving the issue. In the event a complaint is not resolved within 10 working days at the building level, the complainant may file a written complaint with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. Any written complaint bearing the signature of a complainant, and which is presented to the Board, may be considered by the entire Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's or designee's decision is final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the administrator.⁴³

The district may offer mediation or an other alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal may be filed with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The

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written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. Once the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), ORS 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in OAR 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

Legal Reference(s):

RESOLUTION #1

RESOLUTION TO DESIGNATE STATE OF OREGON LOCAL GOVERNMENT INVESTMENT POOL AND DESIGNATED BANKS AS DEPOSITORIES FOR INVESTMENT OF DISTRICT AND FOR SIGNATURE AUTHORITY TO SIGN OR AUTHORIZE TRANSFERS

WHEREAS, temporary excess funds exist during certain periods of the fiscal year; and,

WHEREAS, these funds will not be needed for known periods of time; and,

WHEREAS, it is prudent fiscal management to keep these funds in approved investments, which will bear the maximum return in interest payments.

BE IT THEREFORE RESOLVED that the following institutions be and hereby are approved as depositories for available Multnomah County School District #3 (Parkrose School District) funds during the Fiscal Year 2020-2021:

State of Oregon – Local Government Investment Pool
US Bank

AND BE IT FURTHER RESOLVED, that the following are hereby authorized to sign, on behalf of the District, orders for payment or withdrawal, via transfers of funds between accounts, of invested money. Any one of the following may sign or authorize such orders:

Michael Lopes-Serrao
Superintendent – Clerk

Sharie Lewis, CPA
Director of Business Services & Operations

Kady Strode & Tami Booth
Accountants

Date

Chairperson, Board of Directors

Attest:

Michael Lopes-Serrao
Superintendent/Clerk

RESOLUTION #2

RESOLUTION ESTABLISHING IMPREST FUNDS

WHEREAS, There exists the need in the Parkrose Schools and departments as enumerated herein for imprest cash accounts for the handling of minor disbursements; and,

WHEREAS, ORS 294.311 grants authority to municipal corporations to establish by Resolution one or more imprest cash accounts for the handling of minor disbursements; and,

WHEREAS, there are approved district procedures (Board Policy DJB “Petty Cash Accounts for Minor Disbursements”) for these accounts to be handled by administrators responsible for them.

BE IT THEREFORE RESOLVED that a transfer of \$1,400 from the General Fund to imprest cash accounts as follows be authorized by the Board of Education of the Multnomah County School District #3 (Parkrose School District), on or about July 1, 2020, for use during Fiscal Year 2020-2021 to be replenished as the need arises from appropriate General Fund & Nutrition accounts:

District Administration	\$100
Prescott Elementary School	\$200
Prescott Preschool	\$200
Russell Elementary School	\$200
Sacramento Elementary School	\$200
Food Service	\$200
Transportation/Maintenance	\$300

Date

Chairperson, Board of Directors

Attest:

Michael Lopes-Serrao
Superintendent/Clerk

RESOLUTION #3

**RESOLUTION AUTHORIZING THE SUPERINTENDENT TO APPLY FOR
FEDERAL, STATE, AND OTHER FUNDS**

WHEREAS the Multnomah County School District #3 (Parkrose School District) has traditionally made application for Federal, State or Other Funds; and,

WHEREAS the District is required to authorize an individual to initiate application for such funds.

BE IT THEREFORE RESOLVED that the Multnomah County School District #3 (Parkrose School District) Board of Education does hereby authorize Superintendent Michael Lopes-Serrao to make application for Federal, State or Other Funds such as Title I Parts A and D, Title IID, Title IIA, Title III, Title IV, Perkins, IDEA, Career Technical Education, Outdoor School and any new, unlisted grants for educational functions for children in the District for the 2020-2021 fiscal year; and,

FURTHER, the applications will comply with all applicable regulations in the Code of Federal Regulations; Revised Statutes of the State of Oregon; and other pertinent requirements as specified in the Resolution.

Date

Chairperson, Board of Directors

Attest:

Michael Lopes-Serrao
Superintendent/Clerk

RESOLUTION #4

**RESOLUTION DELEGATING CONTRACTING and PURCHASING
AUTHORITY**

WHEREAS Oregon Revised Statutes 332.075 (2) establish the power and responsibilities of the Board of Directors of the Multnomah County School District #3 (Parkrose School District) relating to the approval of contracts; and,

WHEREAS the Multnomah County School District #3 (Parkrose School District) deems it desirable to establish regulations and procedures to expedite the approval of contracts and agreements as specified in ORS 332.075.

BE IT THEREFORE RESOLVED that for Fiscal Year 2020-2021

1. The Superintendent and his designee according to District policies and procedures will execute contracts and agreements, which are reserved for approval under District Policy Section DJC, Public Procurement and Bidding.
2. The Board appoints the Superintendent and the Director of Business Services & Operations or their designee as contracting officers for the District to enable the execution of said contracts for the Board as specified in Policy DJC.

Date

Chairperson, Board of Directors

Attest:

Michael Lopes-Serrao
Superintendent/Clerk

RESOLUTION #5

**RESOLUTION AUTHORIZING the LENDING OF GENERAL FUND MONIES
TO FEDERAL, STATE, AND OTHER GRANT FUNDED PROGRAMS
PENDING RECEIPT OF FUNDS FROM THE DONOR.**

WHEREAS Federal, State, and other grantors give monies to the Parkrose School District to pay for budgeted expenses; and,

WHEREAS there could be a delay in the receipt of funds for these programs compared to the actual expenditure of funds of up to six months; and,

WHEREAS expenditures for materials, supplies, and personnel under contract to teach and/or provide other services must continue regardless of the timing of the actual receipt of funds for approved projects; and,

WHEREAS ORS 294.468 enables public school districts to loan monies from any fund to any other fund of the municipal corporation upon authorization by resolution of the governing body; and,

WHEREAS it is lawful to commingle cash balances of funds so long as all such monies are segregated in the budget and accounting records.

BE IT THEREFORE RESOLVED that the Board of Education of the Multnomah County School District #3 (Parkrose School District) hereby authorizes the loan of General Fund for Title I Parts A and D, Title IIA, Title III, Title IV, Perkins, IDEA, and other private and public grants during the 2020-2021 fiscal year for actual expenditures incurred, pending the receipt of corresponding funding. Such loans are to be prepaid promptly. The repayment of loans shall be made in the year of borrowing or shall be budgeted in the next year. This authorization is resolved **PROVIDED** the District has received formal written approval of the project and a specified dollar amount has been approved to fund the projects and programs.

Date

Chairperson, Board of Directors

Attest:

Michael Lopes-Serrao
Superintendent/Clerk

**BOARD AUTHORIZED SCHOOL MEAL RATES
FOR 7/1/20 thur 6/30/21**

Grade Level	Breakfast	Lunch
Elementary	**	\$2.75
Middle School	**	N/A
High School	\$2.00	\$3.15
* Adult	* \$2.75	* \$4.50

**** Breakfast in the Classroom = No Charge**

Note 1: No increase in the cost of milk - \$.50

The District currently operates under the method "offer verse serve" for Breakfast and Lunch meals provided at District sites.

STUDENT OUT OF DISTRICT TUITION CALCULATION 2020/21

Cost per Year per NOE 20/21*

\$ 10,748

Total maximum number of Academic Days 20/21 **

175

GRADES	# OF DAYS		TUITION
K	168	**	\$10,318
1st - 5th	172	**	\$10,564
6th	171	**	\$10,502
7th - 8th	170	**	\$10,441
9th	175	**	\$10,748
10th - 12th	174	**	\$10,686

Calendar information - Number of Days 2020-21

Month	Elementary		Middle School		High School	
	Grade K	Grades 1st - 5th	6th Grade	Grades 7th & 8th	9th Grade	Grades 10th - 12th
Sep-20	13	17	17	16	17	16
Oct-20	21	21	21	21	21	21
Nov-20	14	14	14	14	15	15
Dec-20	14	14	14	14	14	14
Jan-21	18	18	18	18	19	19
Feb-21	19	19	17	17	17	17
Mar-21	15	15	16	16	18	18
Apr-21	21	21	21	21	21	21
May-21	20	20	20	20	20	20
Jun-21	13	13	13	13	13	13
Total Days	168	172	171	170	175	174

** This data you need to get from the HR Director

* This is based on the Net Operating Cost Rpt from ODE @ 4/4/19

**BOARD AUTHORIZED TRAVEL
REIMBURSEMENT RATES
FOR 7/1/20 thur 12/31/20**

Mileage Reimbursement Rate *	
2020-21	
General Vehicle Rate	\$0.575 *
Motorcycle	\$0.545 **
** FTR Bulletin 19-03. Rates change Jan 2021	

Travel Reimbursement Rate (out of District) - Meals **	
2020-21	
Breakfast \$	16.00 **
Lunch \$	17.00 **
Dinner \$	28.00 **
Incidental Expense (IE) \$	5.00 **
	\$ 66.00 **
Rates change Jan 2021	

* Value taken from IRS & US General Svc Admin Website - effective 12/13/18

** Value taken from (GSA) Website - valid for period Oct 2019 to Sept 2020

FY 2020 Per Diem Rates for ZIP 97220

Substitute Rate for 2020-2021

BA - Step 1 \$ 41,806.00 OEA Contract pg 90 - Appendix A

ODE Guidelines:

For Districts with class schedules based on 5 - day week - Yes Parkrose

OPTION A The minimum pay rate for the **first 10 days** of substitute teaching is \$189.32 per day (\$42,318 divided by 190 times 85%)
<https://www.oregon.gov/ode/schools-and-districts/grants/Pages/Financial-Budgeting-and-Accounting.aspx>
 (see additional tab "Data from ODE Website" for information)

OPTION B Substitute teaches for **more than 10 consecutive days in the same assignment** rate of pay will be the higher of the two options:

option 1 Take 1/190th of the District's annual salary scale for the beginning teachers with a bachelor's degree. [ORS 342.610 (3)(a)(A)]

option 2 The rate will be \$189.32 per day. [ORS 342.610 (3)(a)(B)]

OPTION A (10 days or less)

The minimum pay rate for the **first 10 days** of substitute teaching is \$189.32 per day (\$42,318 divided by 190 times 85%)

TEACHER SUBSTITUTE RATE 20/21 for 10 days or less	\$189.32
With EMS managing our substitutes add 26%	\$49.22

EMS Billable Substitute Rate for 2020-21 for 10 days or less **\$238.54**

OPTION B (11 days or more of consecutive same assignment)

(if have salary scale - minimum rate is the higher of Option 1 or 2)

Option 1 Take 1/190th of the District's annual salary scale for the beginning teachers with a bachelor's degree. [ORS 342.610 (3)(a)(A)]

BA-Step 1 \$ 41,806.00 (see note above)
 1/190th 0.5263%

Option 1 Hrly Rate \$ **220.03**

Option 2 The rate will be \$189.32 per day. [ORS 342.610 (3)(a)(B)]

<https://www.oregon.gov/ode/schools-and-districts/grants/Pages/Financial-Budgeting-and-Accounting.aspx>

Option 2 Hrly Rate \$ **189.32**

TEACHER SUBSTITUTE RATE 20/21 for more than 10 days	\$ 220.03
With EMS managing our substitutes add 26%	\$ 57.21

EMS Billable Substitute Rate for 2020-21 for 11 days or more **\$ 277.24**

TRANSPORTATION BILLING RATES 2020-21

<u>Internal Rates</u>		2020-21	
Staff Hourly Rate	\$		29.38
Mileage Rate	\$		1.89

<u>External Rates</u>		2020-21	
Staff Hourly Rate	\$		36.07
Mileage Rate	\$		2.26

*** The above rates are used for when someone requests
usage of Parkrose District School Buses*

*** The rates are prepared by the Districts Accounting Staff Yearly*